



# ***Louisiana Professional Engineering and Land Surveying Board***

## **INSTRUCTIONS TO PERSONAL REFERENCE**

The applicant named on this form is applying for licensure or reinstatement as a Professional Engineer and/or Land Surveyor in the State of Louisiana. The law requires that a licensee be a person of good character and reputation who has an assured competence in the field of engineering and or land surveying. A high degree of personal integrity is essential because a licensee's primary obligation is to protect the safety, health, and welfare of the public.

One of the means used in appraising the qualifications of an applicant is to request recommendations from five persons, at least three of whom must be active Professional Engineers (for engineering applicants) and three active Land Surveyors (for surveying applicants). You have been selected by the applicant to provide such a recommendation on the following page. The applicant is instructed to provide all information in the top section of the form.

Please provide a conscientious, objective evaluation of the applicant's character and ability to practice in the engineering or land surveying profession by completing the part of the form designated "TO BE COMPLETED BY REFERENCE". You may use a blank sheet of paper as a continuation sheet. You must also comply with LAPELS rule 1701 B:

B. Applications for licensure as a professional engineer or professional land surveyor shall be completed on the most current forms developed by the board. The application shall contain statements showing the applicant's qualifications, and the names and addresses of five personal references. **None of the five personal references can be an immediate family member or business associate of the applicant. For purposes of this §1701.B, immediate family member is defined as a spouse, child, spouse of a child, sibling, spouse of a sibling, sibling of a spouse, parent, parent of a spouse, stepparent or stepchild. For purposes of this §1701.B, business associate is defined as a subordinate of the applicant, or a consultant or contractor who provides goods or services to the applicant or to a business, entity or agency in which the applicant is an owner, member, officer, director, trustee, partner, principal, manager, employee, associate, consultant or contractor.** Three or more of the five personal references furnished by an applicant for licensure as a professional engineer shall be professional engineers holding valid licenses to engage in the practice of engineering issued to them by proper authority of a state, territory, or possession of the United States, or the District of Columbia. Three or more of the five personal references furnished by an applicant for licensure as a professional land surveyor shall be professional land surveyors holding valid licenses to engage in the practice of land surveying issued to them by proper authority of a state, territory, or possession of the United States, or the District of Columbia. Engineering experience shall be verified by a person having direct knowledge of the quality of the applicant's engineering work, preferably a professional engineer holding a valid license to engage in the practice of engineering issued to him/her by proper authority of a state, territory, or possession of the United States, or the District of Columbia. Land surveying experience shall be verified by a person having direct knowledge of the quality of the applicant's land surveying work, preferably a professional land surveyor holding a valid license to engage in the practice of land surveying issued to him/her by proper authority of a state, territory, or possession of the United States, or the District of Columbia.

**PLEASE SEAL THE COMPLETED FORM IN AN ENVELOPE, SIGN AND DATE THE BACK OF THE ENVELOPE ACROSS THE SEAL FLAP, AND RETURN IT TO THE APPLICANT.** The information that you provide is confidential, therefore the applicant is instructed to return this sealed, unopened envelope to the Board.

Thank you for your assistance in this licensing process that is vital to the professional development of the applicant and the welfare of the citizens of this state.

